

Company number: 898514
Charity number: 251926

The Howard League for Penal Reform

(incorporating the Howard Centre for Penology)

Report and financial statements
For the year ended 31 May 2020

The Howard League for Penal Reform (incorporating the Howard Centre for Penology)

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Reference and administrative information

For the year ended 31 May 2020

Company number 898514

Charity number 251926

**Registered office
and operational
address** 1 Ardleigh Road
LONDON
N1 4HS

Trustees Trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows:

Professor Ben Bradford
Adrian Briggs
Samantha Kennedy
Sally Lewis OBE, treasurer
Gerry Marshall
Professor Fergus McNeill, chair
Elizabeth Morony, vice chair
Professor Pamela Taylor
Danielle Vidal

Honorary President

Lord Ken Macdonald QC

Staff during the year

Lorraine Atkinson	senior policy officer
Dr Miranda Bevan	policy associate
Dr Eleanor Carless	campaigns officer (until April 2020)
Hannah Cheeseborough	admin officer (until August 2019)
Dr Helen Churcher	research and project officer
Frances Crook OBE	chief executive officer
Poppy Cabbage	membership and projects officer
Anita Dockley	research director
Maaha Elahi	caseworker (until March 2020)
Marie Franklin	caseworker
Philip Goring	finance and administration officer
Natasha Hermans	caseworker (until August 2019)
Dr Laura Janes	legal director
Euginia Lolomari	director of finance and corporate services
Sophie Lumsden	membership development manager
Sinead MacCann	solicitor

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For the year ended 31 May 2020

Andrew Neilson	director of campaigns director
Barbara Norris	events and website manager
Rob Preece	campaigns and communications manager
Claire Salama	solicitor
Claire Sands	research and policy manager
Anna Spencer	caseworker
Catryn Yousefi	programmes manager

Consultant

Gemma Buckland	Commission on crime and problem gambling
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Editor-in-Chief of the Howard Journal of Crime and Justice

Professor Ian Loader	University of Oxford
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Editors

Dr Rachel Condry	University of Oxford
Dr David Green	John Jay College, New York, USA
Professor Elena Larrauri	Universitat Pompeu Fabra, Barcelona, Spain
Professor Simon Mackenzie	Victoria University of Wellington, New Zealand

Managing Editor

Anita Dockley	Howard League for Penal Reform
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Book Review Editor

Dr Mary Rogan	Trinity College Dublin, University of Dublin, Ireland
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Publishing Editor

Brenda McWilliams

The Howard League for Penal Reform benefited from the contribution of many students and office volunteers.

The charity is grateful to Clifford Chance for seconding trainee lawyers on three month placements to support our work for young people.

Bankers Nat West Bank Plc
PO Box 1357
169 Victoria Street
LONDON
SW1E 5BT

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Reference and administrative information

For the year ended 31 May 2020

Auditor Sayer Vincent LLP
Chartered Accountants and Statutory Auditor
Invicta House
108-114 Golden Lane
LONDON
EC1Y 0TL

Investment advisors Cazenove Capital
Schroder & Co Ltd
31 Gresham Street
London
EC2V 7QA

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Trustees' annual report

For the year ended 31 May 2020

The trustees present their report and the audited financial statements for the year ended 31 May 2020.

Reference and administrative information set out on pages 1-3 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice – Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102.

Structure, governance and management

The organisation is a charitable company limited by guarantee, incorporated on 20 February 1967 and registered as a charity on 18 May 1967.

The company was established under a memorandum of association which established the objects and powers of the charitable company and is governed under its articles of association.

The board

The Howard League for Penal Reform is governed by a board of trustees, whose principal responsibilities are the setting and monitoring of the strategic direction of the organisation and the establishment of policy. All trustees give their time voluntarily and receive no financial benefits from the charity. Any expenses reclaimed from the charity are set out in note 8 to the accounts.

Ensuring that our work delivered our aims

The trustees hold a strategy meeting each year to review the future direction of the organisation and ensure that it remains focused on the charity's purposes.

The trustees have referred to the Charity Commission's general guidance on public benefit when reviewing their aims and objectives and in planning our future activities.

During the year the board of trustees met formally four times.

The board delegated the day-to-day operation of the organisation to the chief executive, Frances Crook.

Objectives and activities

Purpose and objectives

The Howard League for Penal Reform is the oldest penal reform charity in the world. It was established in 1866 as the Howard Association and was named after John Howard, the first prison reformer. It is a registered charity, company limited by guarantee and incorporated in England and Wales and a law firm with both a public law and a prison law contract to provide legal services

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to young people in custody. It is governed by its constitution and memorandum and articles of association.

The main charitable objects for which the Howard League was established, as described in its 1967 memorandum and articles of association, were 'to promote the sciences of penology and criminology, social health, the welfare and constructive treatment of pre-delinquents and offenders, the education, further education, advancement and pursuit of knowledge relating to penology, criminology, social health and delinquency, the training of those who deal with offenders and pre-delinquents and the prevention and limitation of criminal and anti-social activities'.

Core beliefs

The Howard League for Penal Reform works for less crime, safer communities and fewer people in prison.

Report of the chair of the board of trustees

Professor Fergus McNeill

The latter half of the year covered in this review has perhaps been one of the strangest and most disrupted in the peacetime history of the Howard League for Penal Reform, and for the country at large. It is no surprise – and yet a matter of great pride and appreciation – that the staff and supporters of the Howard League have risen to the challenges created by the Covid-19 pandemic so effectively. While remaining true to our principles and resolute in the pursuit of our charitable objectives, like many, many others, we have had to find new ways to advance our crucial work. That work is indeed more crucial than ever: people caught up in the criminal justice system, in whatever role, have suffered greatly. Both the pandemic and the public health measures required to suppress it have hit hardest at the most disadvantaged and the most vulnerable in our society; including those in our over-crowded and under-staffed prison and probation systems. If ever there was a time to 'stem the flow' of people into our bloated and ineffective criminal justice system, this is it. And yet, our Government – once again – has ignored the evidence and missed the opportunity for progressive change, seemingly insensitive to the human and social costs of its policies.

But, as always, this will only lead us to re-double our efforts and our commitment, both to hold them to account, and to offer realistic, evidence based, constructive and workable alternatives to the crude and careless populism that feeds the criminal injustice.

In the year ahead, our organisation faces significant transitions; not just, as we all hope, through and beyond the pandemic, but also in our own leadership. The evidence in this report suggests that, thanks to the hard work of Frances, our leadership team and all our staff, and to the continued support of our members, we are very well-equipped to face both challenges as we always do – with energy, enthusiasm and imagination.

I am extremely pleased to announce that Lord Ken Macdonald QC, the former Director of Public Prosecutions and currently Warden of Wadham College, has become the Hon President of the Howard League.

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Report of the chief executive

Frances Crook

The year has been dominated by the Covid-19 pandemic which affected all our programmes of work, focussed attention on prison conditions and safety, and meant finding new ways of working for the staff. We acted rapidly to reorganise staff to work from home and decided that we would not use the furlough scheme as all our people could work effectively from home. I am proud of the flexibility of everyone who adapted within days and managed to continue with energy, enthusiasm and skill under very difficult circumstances. We all found the fear and anxiety in the country, indeed internationally, very stressful but the amazing team that is the heart of the charity continued to provide excellent support for young people in prison, to deliver briefings and policy statements, and resolutely to carry on achieving our charitable objectives.

This annual report describes how the year has been one of two halves, from autumn 2019 to February 2020 the charity was engaged in a wide range of campaigns using our normal mechanisms. From March 2020 onwards we adapted to the lockdown.

Because of the lockdown, we were not able to carry out prison visits and a lot of meetings with police and other agencies were cancelled. We could not hold the open days to celebrate the projects that won awards for keeping people out of the criminal justice system. We were extremely disappointed to have to cancel our international conference, but hope to hold it in 2022. Other events, seminars and conferences were also cancelled. We missed the contact with practitioners and the lively exchange of views and ideas that we normally enjoy. We did manage to continue the legal, policy and campaigning work, but in different ways.

All the staff continued to work effectively, but differently, from their homes. The way everyone adapted to the challenges of working remotely was remarkable. I pay tribute to the commitment and tenacity of all the Howard League for Penal Reform staff.

On a personal note, this will be the last annual report I write. I will be retiring next year after 35 years. I am the ninth head of the organisation since 1866, almost all of whom spent two or three decades in post. It has been a privilege and a joy to work on issues central to the life and health of the nation and with so many wonderful people. It has been quite a journey, as I entered an organisation that was struggling financially with no staff in place. I leave the charity with the most fantastic staff and trustees and in a secure financial place and having achieved some notable reforms.

Thank you.

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Report of the trustees

Strategic Vision and Priorities: 2019–2024

In 2019 the board of trustees set the strategic vision and priorities for the coming five years.

The Howard League for Penal Reform recognises the humanity of all people involved in criminal justice. We seek to uphold their dignity and respect their human rights.

We strive to minimise the human suffering and social harms that are both causes of crime and consequences of punishment.

We stand for constructive forms of justice that contribute to building a safer, fairer society.

We stand against abuse and mistreatment and all forms of inappropriate discrimination in the criminal justice system.

To these ends, we are committed to:

- Remaining fearlessly independent, radical and critical in our campaigning, as well as being pragmatic, engaged and influential
- Sustaining high-quality, high-profile public engagement and education around criminal justice concerns
- Being principled in our approach, as well as evidence-based and research-informed
- Maintaining the culture of curiosity and ingenuity that allows us to respond to new crime and justice challenges in ways that are flexible, dynamic and agile
- Using the law and the courts to challenge injustice
- Being well-managed, well-governed and sustainable as a charitable organisation
- Being committed to working in partnership with others who share our values and goals.

Over the five years from 2019 to 2024 the Howard League will focus on three broad strategic priorities. We shall evaluate our activities and proposals for new initiatives against these priorities and our principles.

1) Stemming the flow

The Howard League will focus work on *stemming the flow* of people into the system, advocating for solutions which as much as possible lie outside of the criminal justice system.

The criminal justice system is not a static repository of people. It is better understood as a flow of individual lives, from point of arrest, through community interventions, all the way to the population in penal custody and beyond.

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2) Better justice

The Howard League will focus work on *better justice* which emphasises rights and remedies. When solutions must be sought from within the system, then these should be as non-invasive and flexible as possible. Prison must be a true last resort.

Alongside stemming the flow, we will promote better justice systems.

3) Strengthening the charity

Work on *stemming the flow* or *better justice* is impossible without a solid underpinning for the charity.

The Howard League will focus work on *strengthening the charity* which speaks to our vision of being a well-managed, well-governed and sustainable charitable organisation. In particular, we shall continue to devote efforts to grow our membership, expand our influence and maintain our independence.

Stemming the flow

Crime and gambling

The Commission on Crime and Problem Gambling is working to find new and better ways of preventing crime linked to gambling.

- What are the links between problem gambling and crime?
- What impact do these links have on communities and society?
- What should be done?

Chaired by Lord Peter Goldsmith QC, the Commissioners are;

Dr Jamie Bennett, former prison governor and now deputy director in HMPPS

Andrew Black, co-founder of Betfair

Prof Henrietta Bowden-Jones OBE, director of the National Problem Gambling Clinic

Matt Burton, assistant chief constable, Cheshire Police

Dr John Chisholm CBE, chair of the Medical Ethics Committee, British Medical Association

Jon Collins, chief executive, Magistrates Association

Frances Crook, chief executive, Howard League for Penal Reform

Elizabeth Morony, partner, Clifford Chance LLP

Andrew Neilson, director of campaigns, Howard League for Penal Reform

Neil Platt, clinical director, Beacon Counselling Trust

Sarah Ramanauskas, senior partner, Gambling Integrity

Prof Gerda Reith, University of Glasgow

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Norma Stephenson OBE, councillor, Stockton on Tees Borough Council

Sue Wade OBE, former chair, Howard League for Penal Reform

The Commission issued a call for evidence, held oral evidence sessions and published an in depth review of the research landscape. A research programme has been agreed with the first piece of work on sentencers' understanding and treatment of problem gamblers due for publication next year. The programme of oral hearings had to be postponed due to the Covid-19 pandemic but is due to resume with virtual meetings in the autumn of 2020.

Stemming the flow of women into the system

Two programmes aimed at stemming the flow of women into the criminal justice system and diverting from prison worked alongside the charity's support for the All-Party Parliamentary Group on Women in the Penal System. The APPG was chaired jointly by Baroness Jean Corston, Kate Green MP and Victoria Prentis MP until they got frontbench jobs and at an extraordinary meeting Jackie Doyle-Price MP and Debbie Abrahams MP were elected to join Jean Corston as joint chairs, and the Lord Bishop of Gloucester and Baroness Hamwee were elected as officers.

Building on the relationships and authority we constructed with the police when we worked to reduce child arrests, we started to work with police to examine why women were being arrested and what could be done to reduce the number. The APPG held an evidence session in February in Parliament attended by MPs and peers from all parties. In September 2019 the APPG published *Arresting the entry of Women into the criminal justice system*, a briefing based on the evidence and arguing that women who need support should not be arrested. Home Office data showed that police carried out 103,000 arrests of women in 2018, which the APPG argued was often in the misguided belief that it would help women to get the support they needed from other services.

A second briefing on *Arresting the entry of women into the criminal justice system* was published in September 2020 using information on the arrests of over 600 women provided by five forces. This showed that almost half of arrests of women resulted in no further action, including arrests for alleged violence. The APPG argued that far too many women are being arrested, held in cells and are tying up police time unnecessarily.

Further evidence sessions had to be postponed due to the Covid-19 pandemic, but work with police continued remotely.

The charity published a briefing that showed how thousands of women were being sent to prison on remand unnecessarily and that most could safely be managed in the community. The publication *Reset: Rethinking remand for women*, was the start of work to campaign for significant legislative and practice reform to ensure that women are only remanded to custody in the most exceptional circumstances.

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The APPG wrote to the secretary of state, a letter that had all party support and was signed by 44 MPs and peers, urging release of eligible women from prison during the Covid-19 pandemic. In the end, only a handful of pregnant women and women with babies were given early release.

Reducing child arrests

One of our proudest achievements is the work to reduce child arrests. When started, the police carried out 2,000 arrests of children aged 10 and 11, whereas last year this was down to 383. For years there have been attempts to raise the age of criminal responsibility in England and Wales by legislation, but we have worked to do it by getting the police, as the entry point, to change their practices. Tens of thousands of young children, and hundreds of thousands of teenagers have benefited from our work.

When we first gathered the figures, in 2008, we found that police in England and Wales carried out 314,521 arrests of children. A decade on we published the figures for 2018 which showed there were 70,078 child arrests.

We worked to prevent children entering the toxic criminal justice system. Fewer children arrested resulted in fewer children being sucked through the briars of criminal justice and the number of children in prison fell commensurately to just over 600 from several thousand. This is good news for children who do not have their lives blighted by an arrest, good news for families and parents, good news for the taxpayer as children are expensive to deal with, and good news for communities as all evidence shows that reduced contact with police and the criminal justice system also reduces anti-social behaviour and crime.

Ending the criminalisation of children in residential care

The Howard League is undertaking a programme of work to end the criminalisation of children living in residential care.

The sixth briefing, *Ending the criminalisation of children in residential care: victims not criminals, protecting children living in residential care from criminal exploitation* was published in March 2020, examining the intersection between child criminal exploitation and residential care. Significant progress has been made in reducing the criminalisation of children in residential care since the Howard League exposed the issue in 2016. Despite this progress, people involved in crime, including those operating "county lines", are taking advantage of failings in children's social care and central government oversight to exploit and abuse children in residential care.

Crime cutting projects

The Howard League celebrates the fantastic work done by organisations across the UK who reduce crime and transform lives by keeping people out of the criminal justice system. Each year we hold an event to bring people together and share ideas and to hand out awards to the best projects.

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Last year chef, author and broadcaster Prue Leith presented the awards and commendations. A full list of winners is on our website.

In normal years we have collaborated with the winning projects to host open days so that local magistrates, probation, politicians and other organisations can come together to learn about the projects. In 2020 we had open days arranged, but they had to be cancelled because of the national Covid-19 lockdown.

Government

We work with parliament, government and officials from across agencies. We have made numerous submissions based on our research and expertise to parliamentary committees and these are all published, often generating media coverage. Substantial policy papers included work on policing, the use of force in prisons, the prison estate, the future of probation and sentencing.

During the Covid-19 lock down we sent weekly briefings on penal issues to Parliament's Justice Committee.

During the general election campaign at the end of 2019, we co-ordinated work with sister organisations in the criminal justice field to urge political parties not to use inflammatory and punitive rhetoric. We wrote to the political party leaders urging them to temper their language and promote evidence-based policies on law and order.

In the period up to and including the general election the charity lost some good friends in all political parties in Parliament who lost their seats or were pushed out. After a period of instability in leadership, with six secretaries of state in eight years, it is welcome that Robert Buckland QC MP has remained in post since July 2019 to provide continuity.

Public education

For over 150 years the charity has taken its public education responsibilities very seriously. In 2019 we held public events to discuss penal policy and promote our research and policies. A full day conference in November brought together 150 professionals from police, local authorities and the voluntary sector to learn about and celebrate the best schemes that keep men, women and children out of trouble and out of the criminal justice system.

We held a roundtable discussion on sentencing women attended by magistrates and justices clerks and had a schedule of major conferences and events planned for 2020, all of which had to be cancelled because of the lockdown and subsequent requirement on 'social distancing'. The charity plans to hold 'virtual' events in the autumn and hybrid events in 2021.

Our annual lecture in 2019 was delivered by the Director of Public Prosecutions, Max Hill QC to an audience of some 300 people and was generously hosted by top law firm Clifford Chance. Max Hill

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talked about defendants with mental health conditions and how they are treated in the criminal justice system.

Our website is well used, and we keep it up to date with information about our work and the broader criminal justice system. We publish a newspaper that is distributed to 10,000 supporters and we email supporters every month. Our social media presence is lively and growing with over 32,000 Twitter followers.

Better Justice

At the core of the work to promote a better justice system is the legal work of the charity which involves representation of children and young adults in the penal system and promoting system reform.

The legal team received 8,165 calls on the advice line from 72 different prisons.

Through the access to justice service, by which we give free legal advice, the legal team helped 640 children and young people with 838 distinct issues. The advice related to a wide range of issues, the most common being resettlement, adjudications and treatment and conditions. The team monitors the profiles of the people who contact us to make sure we are being contacted by a representative section of the young people in custody.

The legal team opened 134 cases for 84 children and young people. This meant we worked intensively representing the young people, again these related to a wide range of issues – the most common were resettlement issues and planning, oral representations and written representations for parole and community care.

We published a step by step guide to help lawyers advocate for looked-after children at the police station. These children are less likely to receive support from family or another trusted adult at the police station and they are entitled to additional protections set out in law, policy and guidance. We promoted the guide and improved practice to hundreds of criminal practitioners at seminars in London, Birmingham, and Manchester and in an article in the Law Society Gazette.

Towards the end of 2019 we published a step by step guide on supporting children from custody to the community for legal practitioners, having worked intensively with around 100 prison lawyers, caseworkers and 100 children to identify the difficulties they faced.

We started a new project to embed our work on sentencing principles for young adults, working for a distinct approach by district judges and in the crown court.

In March 2020, when the country locked down to prevent spread of Covid-19, reduce infection and protect life, prisons also shut down programmes, activities, and contact. This meant that prisoners were locked in their cells except for half an hour or so a day to do essentials like shower and phone calls. We argued that people coming towards the end of their sentences could, and

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should, be released earlier in order to ease pressure on the system. We joined with the Prison Reform Trust to consider judicial review to force this on the government and we wrote a series of strong letters to the secretary of state, judiciary, and prosecutors. Prison governors also supported early releases. The government rejected the proposals and instead relied on imposition of an extremely restricted regime and a slow reduction in the prison population due to the courts not sitting.

We published briefings setting out the dire situation of children and young adults in prison during the pandemic, drawing on our experiences from the legal work, these were widely used by legal practitioners to avoid sending young people to prison. We also wrote to the judiciary and prosecutors asking them to show leadership and adapt their approach.

Leaflets explaining children's rights were distributed to prisons and handed to children. Our lawyers and caseworkers gave advice and support on the free advice line on thousands of phone calls and represented children and young people at adjudication and parole hearings to secure better justice for them. Amongst the many young people helped:

- a. A care leaver was released on home detention curfew (HDC) after we successfully challenged children's services to provide him with accommodation
- b. A 15-year-old was transferred to suitable accommodation close to his family after being released on home detention curfew to unsuitable accommodation
- c. Successfully challenged social services to secure a suitable supported accommodation for an autistic 18-year-old who had no placement the day before release
- d. We supported a 21-year-old whose home detention curfew application was delayed, enabling him to be released on Christmas Eve so not staying in jail over the holidays
- e. We challenged secured early release of a young adult so that he was released in time to attend family member's funeral
- f. Supported a 20-year-old young adult with learning difficulties who has been in custody since he was 16 years old to secure accommodation funded by children's services
- g. Successfully secured the release of a child on HDC to his mum's address instead of a children's home
- h. Successful challenge to a local authority's refusal to find accommodation for child to enable release
- i. Successful challenge to Birmingham children's services' failure to provide a suitable placement for an extremely vulnerable girl on release from custody
- j. Successful challenge to children's services to make sure suitable accommodation and support was in place for child on release from Werrington prison.

A publication in 2019 showed how the rights of children in trouble with the law, and particularly those in custody, are routinely overlooked and ignored. All our Children: the work of the Howard League to make the rights of children in trouble a reality in England and Wales, celebrated the 30th

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anniversary of the UN convention on the rights of the child and explained how our work has used our legal and campaigning expertise to improve the lives of children.

Whilst extraordinary circumstances resulted in almost all prisoners spending all day locked in their cells, we try to make sure that children always have their rights and needs respected. The case of AB, a child we are representing who had been held in solitary in Feltham prison for months, is listed for a hearing in the Supreme Court next year. This case resulted in the chief inspector of prisons conducting a thematic review of the separation of children and publishing a damning report in January 2020 which led to the creation of a task force to examine the issue.

Justice and Fairness in prison

Prisons had deteriorated even before the Covid-19 lockdown. 294 people died in the 12 months to the end of June 2020 and in the same period there were 64,552 recorded incidents of self-injury. Assaults were recorded at the rate of one every 17 minutes.

The system is riven with discrimination and racism. Over half the children in custody are from Black and minority ethnic communities. The legal team has launched a new programme of work to produce a practical guide to support lawyers to change their practice and tackle discrimination against Black people in the criminal justice system.

Prisons should be places of justice, we argued when we launched a new programme of work to encourage different thinking about what happens behind bars. As the most absolute expression of the criminal justice system, prisons should meet the very highest standards of justice. This was the central message in the briefing, *Justice does not stop at the prison gate*. We explored the need for a fundamental shift to facilitate a sense of agency and responsibility amongst prisoners, rather than a culture of compliance and institutionalisation.

Strengthening the charity

Our membership and regular donors reached a record of 13,500 and retention is excellent at 90 per cent. We have over a thousand prisoners and their families as members.

Our thanks to all our individual donors, trusts and organisations who give their money, their time and their effort to support our work. The charity guards its independence and its integrity fiercely and thus relies on voluntary funding.

Our fundraising continues to be successful. We secured funding for three years for the Commission on Crime and Problem Gambling, three years more funding from the Big Lottery to support our legal work with young people, three years funding from Lloyds Bank Foundation to support work to reduce the arrests of women and many other significant grants and gifts. This means we are financially sound for the coming few years with a range of income streams that means the charity is not reliant on any one source of funding. Fundraising is always going to be a

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constant refrain to make sure that the Howard League is part of the civil society landscape and able to contribute to health and wellbeing of the nation.

We are grateful for the continuing relationship with the Barrow Cadbury Trust for supporting our work on young people and sentencing; BBC Children in Need for supporting our legal work for children in custody; and the Legal Education Foundation Justice First Fellowship programme that has part funded a training contract to support a member of staff to qualify as a solicitor.

We have established a Fellowship programme to engage with magistrates and senior academics and held our first seminar which explored issues about the remand of women.

We work with other voluntary organisations to support each other's initiatives. We set up an informal group of chief executives in the sector to liaise during the general election and have continued meeting to discuss criminal justice developments.

We have established networks to bring together experts and practitioners working in academia and in the criminal justice system. The Early Career Academics Network went from strength to strength, publishing a regular bulletin and engaging with academics across a range of disciplines. The Lawyers' Network held a series of face to face and on-line meetings to discuss our specialist publications and share good practice, focussing on the needs of children and young adults. The Research Advisory Group brought together senior academics to advise our research and policy work.

Our thanks to Professor Ian Loader and the team that publishes the Howard Journal of Crime and Justice which is celebrating its centenary this year.

The University of Leicester, together with the Howard League as a collaborative partner, has secured funding for an ESRC Doctoral Studentship to produce the first history of the Howard League for Penal Reform.

Our media and social media imprint has grown during the year. On top of 32,000 followers on Twitter we have communicated on Facebook and Instagram. We have done interviews on the BBC Radio Today and Woman's Hour and numerous television and radio interviews. Our work and our concerns are covered almost daily in the press nationally, locally and in specialist legal media.

The trustees extend their thanks to members, supporters and the many people who have volunteered their time and expertise to help the charity achieve so much during the year.

Publications

Representing looked-after children at the police station: A step by step guide for lawyers, September 2019

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All our children: the work of the Howard League to make the rights of children in trouble a reality in England and Wales, November 2019

Annual review of the Howard League for Penal Reform 2018–2019, November 2019

Child arrests in England and Wales 2018, December 2019

Supporting children from custody into the community: A step by step guide, December 2019

Justice does not stop at the prison gate: justice and fairness in prisons, February 2020

Ending the criminalisation of children in residential care: victims not criminals, protecting children living in residential care from criminal exploitation, March 2020

Ending the detention of unsentenced children during the Covid-19 pandemic, a practitioners' guide, April 2020

Children in prison during the Covid-19 pandemic: a briefing from the Howard League for Penal Reform, May 2020

Commission on Crime and Problem Gambling: the research landscape, June 2020

Young adults in prison during the Covid-19 pandemic, June 2020

Reset: rethinking remand for women, July 2020

Your rights during Covid-19: a leaflet for children in custody, July 2020

Two editions of the newspaper, the Howard, were published and distributed in hard copy and on the website.

Policy papers

Joint submission by the Howard League for Penal Reform and Youth Justice Legal Centre to the Crown Prosecution Service on its revised guidance for cases concerning children, October 2019

Short briefing by the Howard League for Penal Reform for the House of Commons debate on spending of the Ministry of Justice, October 2019

What if the dock was abolished in criminal courts? What if? Series of challenging pamphlets, January 2020

Submission to the Human Rights Committee on the list of issues with regard to the UK examination under the International Covenant on Civil and Political Rights, January 2020

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Response to the Sentencing Council consultation on changes to the magistrates courts sentencing guidance and explanatory materials, April 2020

Briefing for the House of Lords short debate tabled by Lord German on the impact of Covid-19 pandemic on the prison population and offender rehabilitation programmes, April 2020

Weekly submissions to the Justice Select Committee on a range of concerns related to the Covid-19 pandemic in April 2020

Submission to the Justice Select Committee for its evidence sessions with the Director of Public Prosecutions and the Lord Chief Justice, May 2020

Submission to the Home Affairs Committee inquiry: the Macpherson report, twenty one years on, June 2020

Submission to the Public Accounts Committee for its evidence session on improving the prison estate, June 2020

Response to the HMPPS consultation on the use of force police framework, June 2020

Response to the Department for Education consultation on reforms to unregulated provision for children in care and care leavers, June 2020

Submission to the Justice Select Committee for its evidence session on Covid-19: the impact on prisons, probation and court systems in the youth justice system, June 2020

Trustees' annual report

For the year ended 31 May 2020

Treasurer's report

Sally Lewis

The finances for the Howard League for Penal Reform remain sound with robust systems in place for the effective and efficient use of resources.

The charity received income of £1.4m. This compares with the prior year's income of £2.6m that importantly included advance receipts of £1,390,00 restricted funds for the Commission on Crime and Problem Gambling. This year's income saw the advance receipt of the third-year for the Commission on Crime and problem gambling which was in the form of regulatory settlement arranged by the Gambling Commission that comprised of restricted funds of £448,277.

The charity gratefully received a generous legacy of £100k adding to the unrestricted funds. We are proud of the financial support we receive from members and benefactors and are confident that we always put their donations to work in the purposeful and effective way that they would wholeheartedly approve.

In our annual budget the charity maintains a strategic reserve that is utilised within the terms of strategic objectives for the charity set and reviewed by the Board of Trustees. In order to be most effective the charity needs to be agile and responsive to a dynamic Criminal Justice environment. The strategic reserve gives the executive team this ability to respond rapidly in accordance with the strategic direction determined by the Trustees. Any such action and expenditure is reported to the Board of Trustees within regular written reports structured to reflect the strategic aims that have been set.

Trustees have paid very careful attention to the investments of the charity throughout what has been a turbulent period globally. Our investment performance has demonstrated good management and satisfactory stability.

Overall, we ended the year with £24,781 surplus before the performance of our investments was considered. Taking investments into account here was a slight decrease in total funds of £16,663.

In financial terms the charity has not, at this stage, been significantly impacted by the Covid19 pandemic. Much of our income is associated with medium term projects with already securely funded, but we appreciate that future funding opportunities are likely to be increasingly challenging. The charity was unable to proceed with an important bi-annual conference normally conducted, but this did not create material financial loss albeit the cancellation was a sad loss for the sharing of academic capital.

The charity has recently concluded the term of a lease for rental of a portion of our office space with a penal reform non-governmental organization. Our building was a prudent investment made many years ago and is an important asset. We have appreciated the very positive arrangement we were able to create with the NGO with whom we shared our building. We will review how best we can now utilise the space that this lease ending vacates in our building. As an interim measure we

Trustees' annual report

For the year ended 31 May 2020

will create better social distancing opportunities for staff and visitors. We look forward to exploring further opportunities to share a proportion of our building in the future.

The most substantial expenditure of the Charity is our staff team. We pride ourselves upon being a good employer and work hard to ensure that as an organisation we model the good practices of care, responsibility and respect for diversity that we campaign for in our work.

We are unfailingly grateful to those organisations and people who support our work to whatever extent they are able. Those resources, generously given, make a real impact in protecting and improving the circumstances of easily overlooked and disadvantaged groups and individuals. On behalf of those hundreds of beneficiaries who will never know their benefactors I would express our most sincere thanks.

Governance

Trustees' recruitment, induction and training

Recruitment of new trustees is through nomination and open advertisement. Candidates are interviewed by the Chair. New trustees are elected to the board at the annual general meeting. Trustees are elected to serve for a period of three years after which they must be re-elected at the next annual general meeting. The board seeks to ensure that there is appropriate balance of experience and representation relevant to the operations of the Howard League for Penal Reform.

All new trustees take part in an induction programme which is designed to ensure that they fully understand their roles and responsibilities, as well as the objects, activities and ethos of the charity.

Risk management

The board of trustees has ultimate responsibility for the management of risk, with day to day management of risk delegated to the executive management team. During the year the board reviewed the risk register.

Risk management is integrated with planning and budgeting and the organisation is committed to developing understanding of a risk-aware approach to working. The executive management team keeps major risks under regular review and reports any significant change in status of major risks and new risks.

The key risks identified during the year and kept under review:

- Impact of pandemic – monitoring government guidance
- Uncertainty over funding – mitigated by close monitoring of budgets on a monthly basis.
- Public perception and reputation which is kept under weekly review by monitoring the public relations strategy.

Staff remuneration statement

The Howard League for Penal Reform is committed to ensuring that we pay our staff fairly and in a way which ensures we attract and retain the right skills to have the greatest impact in delivering our charitable objectives.

The board of trustees sets the pays scales for staff. The CEO is in attendance for the meeting (leaving for the discussion regarding the CEO's remuneration).

In determining the Howard League for Penal Reform's remuneration policy, the board of trustees take into account all factors which are deemed necessary. The objective of the policy is to ensure that the chief executive and senior staff team are provided with appropriate incentives to encourage enhanced performance and are, in a fair and responsible manner, rewarded for their individual contributions to the success of the charity.

Public benefit statement

The trustees confirm that they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to the Charity Commission's general guidance on public benefit.

The trustees are satisfied that the aims and objectives of the charity meet the public benefit requirement; and that the charity's activities are in support of those aims.

Financial review

Reserves

Restricted funds received for specific projects or purposes that are not available for general use stand at £1,593,409 at year end.

The board of trustees reviews the reserves policy annually and it aims to ensure that adequate funds are held to run the charity for a period of at least 12 months. At the end of the year, our free and unrestricted reserves would cover 10 months at current expenditure. Unrestricted funds not in fixed assets amounted to £1,051,172 at the year end.

Investments

The trustees have the power to invest in such assets as they see fit. Investment decisions have been taken with a view to maximising the return, maintaining reasonable access to ensure the availability of funds for the purposes they are intended.

As at 31 May 2020, the charity's holding in Cazenove Charity Multi Asset Fund was valued at £1.41m. In addition, some shares listed on the London Stock Exchange were held.

Trustees' annual report

For the year ended 31 May 2020

Fundraising disclosures:

The Howard League carries out all its fundraising in house and does not contract with consultants or agencies. The charity benefits from contributions from its 13,000 members and supporters, donations from grant making trusts, gifts in Wills, events and legal aid for our representation of young people in custody.

For 12 months to 31 May 2020 we received no complaints in relation to our fundraising activities. The board of trustees oversees policies that guide best practice on data protection and managing communications with vulnerable members of the public.

Statement of responsibilities of the trustees

The trustees (who are also directors of charitable company for the purposes of company law) are responsible for preparing the report of the trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK Accounting Standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- There is no relevant audit information of which the charitable company's auditor is unaware; and
- The trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

The Howard League for Penal Reform (incorporating the Howard Centre for Penology)

Trustees' annual report

For the year ended 31 May 2020

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The total number of such guarantees at year-end was 9 (2018: 9). The trustees are members of the charity, but this entitles them only to voting rights. The trustees have no beneficial interest in the charity.

Auditor

Sayer Vincent LLP was re-appointed as the charitable company's auditor during the year and has expressed its willingness to continue in that capacity.

The report of the trustees has been prepared in accordance with the special provisions applicable to companies' subject to the small companies' regime.

Approved by the trustees on 6 October 2020 and signed on their behalf by

Professor Fergus McNeill
Chair

Independent auditor's report

To the members of

The Howard League for Penal Reform (incorporating the Howard Centre for Penology)

Opinion

We have audited the financial statements of The Howard League for Penal Reform (incorporating the Howard Centre for Penology) (the 'charitable company') for the year ended 31 May 2020 which comprise the statement of financial activities, balance sheet, statement of cash flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- Give a true and fair view of the state of the charitable company's affairs as at 31 May 2020 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended
- Have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice
- Have been prepared in accordance with the requirements of the Companies Act 2006

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- The trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- The trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Independent auditor's report

To the members of

The Howard League for Penal Reform (incorporating the Howard Centre for Penology)

Other information

The other information comprises the information included in the trustees' annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- The information given in the trustees' annual report for the financial year for which the financial statements are prepared is consistent with the financial statements
- The trustees' annual report, has been prepared in accordance with applicable legal requirements

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' annual report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- Adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- The financial statements are not in agreement with the accounting records and returns; or
- Certain disclosures of trustees' remuneration specified by law are not made; or
- We have not received all the information and explanations we require for our audit; or
- The trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the trustees' annual report and from the requirement to prepare a strategic report.

Independent auditor's report

To the members of

The Howard League for Penal Reform (incorporating the Howard Centre for Penology)

Responsibilities of trustees

As explained more fully in the statement of responsibilities of the trustees set out in the trustees' annual report, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.
- Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions

Independent auditor's report

To the members of

The Howard League for Penal Reform (incorporating the Howard Centre for Penology)

are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Use of our report

This report is made solely to the charitable company's members as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Helen Elliott (Senior statutory auditor)

6 October 2020

for and on behalf of Sayer Vincent LLP, Statutory Auditor
Invicta House, 108-114 Golden Lane, LONDON, EC1Y 0TL

Howard League for Penal Reform (Incorporating the Howard Centre for Penology)

Statement of financial activities (incorporating an income and expenditure account)

For the year ended 31 May 2020

	Note	Unrestricted £	Restricted £	2020 Total £	Unrestricted £	Restricted £	2019 Total £
Income from:							
Donations and legacies	2	270,641	-	270,641	317,540	-	317,540
Charitable activities							
Campaigns, policy & research	3	26,600	631,477	658,077	-	1,593,123	1,593,123
Events, conferences & publications	3	15,854	-	15,854	13,101	-	13,101
Legal services for young people	3	53,991	136,467	190,458	180,539	68,659	249,198
Membership income	3	160,556	-	160,556	161,503	-	161,503
Other trading activities	4	58,896	-	58,896	59,612	-	59,612
Investments	5	64,376	-	64,376	40,630	-	40,630
Other		32,699	-	32,699	-	-	-
Total income		683,613	767,944	1,451,557	772,925	1,661,782	2,434,707
Expenditure on:							
Raising funds	6	55,150	-	55,150	50,118	-	50,118
Charitable activities							
Campaigns, policy & research	6	34,688	686,436	721,124	307,142	295,824	602,966
Events, conferences & publications	6	61,334	23,506	84,840	93,999	-	93,999
Legal services for young people	6	332,426	107,235	439,661	322,416	71,899	394,315
Membership	6	126,001	-	126,001	124,285	-	124,285
Total expenditure		609,599	817,177	1,426,776	897,960	367,723	1,265,683
Net (expenditure)/income before net gains / (losses) on investments		74,014	(49,233)	24,781	(125,035)	1,294,059	1,169,024
Net gains / (losses) on investments		(41,444)	-	(41,444)	(27,496)	-	(27,496)
Net movement in funds	7	32,570	(49,233)	(16,663)	(152,531)	1,294,059	1,141,528
Reconciliation of funds:							
Total funds brought forward		1,947,613	1,642,642	3,590,255	2,100,144	348,583	2,448,727
Total funds carried forward		1,980,183	1,593,409	3,573,592	1,947,613	1,642,642	3,590,255

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in Note 17 to the financial statements.

Howard League for Penal Reform (Incorporating the Howard Centre for Penology)

Balance sheet

Company no. 00898514

As at 31 May 2020

	Note	£	2020 £	£	2019 £
Fixed assets:					
Tangible assets	12		1,253,622		1,213,234
Investments	13		1,444,742		1,430,698
			<u>2,698,364</u>		<u>2,643,932</u>
Current assets:					
Debtors	14	72,378		169,262	
Cash at bank and in hand		886,663		851,620	
		<u>959,041</u>		<u>1,020,882</u>	
Liabilities:					
Creditors: amounts falling due within one year	15	(83,813)		(74,559)	
			<u>875,228</u>		<u>946,323</u>
Net current assets			<u>875,228</u>		<u>946,323</u>
Total net assets			<u><u>3,573,592</u></u>		<u><u>3,590,255</u></u>
The funds of the charity:					
Restricted income funds	17		1,593,409		1,642,642
Unrestricted income funds:					
Strategic fund		778,712		778,712	
Fair value reserve –property		550,000		550,000	
General funds		348,344		315,774	
Other designated funds		303,127		303,127	
		<u>1,980,183</u>		<u>1,947,613</u>	
Total unrestricted funds			<u>1,980,183</u>		<u>1,947,613</u>
Total charity funds			<u><u>3,573,592</u></u>		<u><u>3,590,255</u></u>

Approved by the trustees on 6 October 2020 and signed on their behalf by

Fergus McNeill
Chair

Howard League for Penal Reform (Incorporating the Howard Centre for Penology)

Statement of cash flows

For the year ended 31 May 2020

Reconciliation of net (expenditure) / income to net cash flow from operating activities

	2020 £	2019 £
Net (expenditure) / income for the reporting period (as per the statement of financial activities)	(16,663)	1,141,528
Depreciation charges	14,508	4,299
Losses on investments	41,444	27,496
Loss on disposal of fixed assets	930	–
Dividends and interest from investments	(64,376)	(40,630)
Decrease / (increase) in debtors	96,884	(91,120)
Increase in creditors	9,254	18,838
Decrease in cash held by investment broker pending reinvestment	(1,081)	(935)
Net cash provided by operating activities	80,900	1,059,476

	Note	2020 £	£	2019 £	£
Cash flows from operating activities					
Net cash provided by operating activities			80,900		1,059,476
Cash flows from investing activities:					
Dividends and interest from investments		64,376		40,630	
Proceeds from sale of investments		3,220		2,800	
Purchase of fixed assets		(55,826)		(1,110)	
Purchase of investments		(57,627)		(559,415)	
Net cash used in investing activities			(45,857)		(517,095)
Change in cash and cash equivalents in the year			35,043		542,381
Cash and cash equivalents at the beginning of the year			851,620		309,239
Cash and cash equivalents at the end of the year			886,663		851,620

1 Accounting policies

a) Statutory information

Howard League for Penal Reform (incorporating the Howard Centre for Penology) is a charitable company limited by guarantee and is incorporated in the United Kingdom.

The registered office address is 1 Ardleigh Road, London, N1 4HS.

b) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) – (Charities SORP FRS 102), The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy or note.

In applying the financial reporting framework, the trustees have made a number of subjective judgements, for example in respect of significant accounting estimates. Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. The nature of the estimation means the actual outcomes could differ from those estimates. Any significant estimates and judgements affecting these financial statements are detailed within the relevant accounting policy below.

c) Public benefit entity

The charitable company meets the definition of a public benefit entity under FRS 102.

d) Going concern

The trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

e) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the income have been met, it is probable that the income will be received and that the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the charity that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Income received in advance of the provision of a specified service is deferred until the criteria for income recognition are met.

f) Donated services

Donated professional services and donated facilities are recognised as income when the charity has control over the item or received the service, any conditions associated with the donation have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), volunteer time is not recognised so refer to the trustees' annual report for more information about their contribution.

g) Investment income and interest receivable

Investment income and interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the income due from the bank or investment manager.

h) Fund accounting

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.

Unrestricted funds are donations and other incoming resources received or generated for the charitable purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Notes to the financial statements

For the year ended 31 May 2020

1 Accounting policies (continued)

i) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

- Costs of raising funds relate to the costs incurred by the charitable company in inducing third parties to make voluntary contributions to it, as well as the cost of any activities with a fundraising purpose
- Expenditure on charitable activities includes the costs of furthering the purposes of the charity and their associated support costs

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

j) Allocation of support costs

Resources expended are allocated to the particular activity where the cost relates directly to that activity. However, the cost of overall direction and administration of each activity, comprising the salary and overhead costs of the central function, is apportioned on the following basis which are an estimate, based on staff time, of the amount attributable to each activity.

- | | |
|--------------------------------------|-----|
| ● Campaigns, policy & research | 20% |
| ● Events, conferences & publications | 20% |
| ● Legal services for young people | 20% |
| ● Membership income | 20% |
| ● Support costs | 10% |
| ● Governance costs | 10% |

Where information about the aims, objectives and projects of the charity is provided to potential beneficiaries, the costs associated with this publicity are allocated to charitable expenditure.

Support costs are re-allocated to each of the activities on the following basis which is an estimate, based on staff time, of the amount attributable to each activity

- | | |
|--------------------------------------|-----|
| ● Campaigns, policy & research | 25% |
| ● Events, conferences & publications | 20% |
| ● Legal services for young people | 25% |
| ● Membership income | 20% |
| ● Raising funds | 10% |

Governance costs are the costs associated with the governance arrangements of the charity. These costs are associated with constitutional and statutory requirements and include any costs associated with the strategic management of the charity's activities. These costs are split equally between the 5 activities listed above.

k) Operating leases

Rental charges are charged on a straight line basis over the term of the lease.

Notes to the financial statements

For the year ended 31 May 2020

1 Accounting policies (continued)

l) Tangible fixed assets

Items of equipment are capitalised where the purchase price exceeds £1,000. Depreciation costs are allocated to activities on the basis of the use of the related assets in those activities. Assets are reviewed for impairment if circumstances indicate their carrying value may exceed their net realisable value and value in use.

Where fixed assets have been revalued, any excess between the revalued amount and the historic cost of the asset will be shown as a revaluation reserve in the balance sheet.

Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The depreciation rates in use are as follows:

● Office equipment	10 per cent per annum
● Library books	15 per cent per annum
● Computers	50 per cent per annum

The trustees have adopted a policy of reporting freehold land and buildings at market value. The last full valuation was carried out on 4 May 2012. Interim valuations will be carried out at other times if it is likely there has been a material change in value.

The trustees are of the opinion that any potential depreciation charge would be immaterial to the accounts. The trustees believe the estimated life of the property to be very long and the estimated residual value of the property to be close to the carrying amount. As such, the property is not depreciated. Any gain or loss arising on revaluation is taken to the fair value reserve.

An annual impairment review on the property and other fixed assets is undertaken to determine if circumstances indicate that the recoverable value of assets is materially lower than their value in the accounts. Any impairments identified are written off as extra depreciation through the statement of financial activities.

m) Listed investments

Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price. Any change in fair value will be recognised in the statement of financial activities. Investment gains and losses, whether realised or unrealised, are combined and shown in the heading "Net gains/(losses) on investments" in the statement of financial activities. The charity does not acquire put options, derivatives or other complex financial instruments.

n) Accrued legal work income (WIP)

Income is recognised on casework earned and due ("work in progress" or "WIP") according to the time booked on the matter multiplied by the relevant legal aid or interpartes rate.

o) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

p) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

q) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

r) Financial instruments

The charity only has both basic and non-basic financial assets and financial liabilities. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value. Non-basic financial instruments are measured at fair value with any gain or loss going to the statement of financial activities.

s) Pensions

All staff are auto enrolled in a work place defined contribution pension scheme contributing 10% of gross salary.

Notes to the financial statements

For the year ended 31 May 2020

2 Income from donations and legacies

	Unrestricted £	Restricted £	2020 Total £	Unrestricted £	Restricted £	2019 Total £
Donations	128,835	-	128,835	223,773	-	223,773
Legacies	141,806	-	141,806	93,767	-	93,767
	<u>270,641</u>	<u>-</u>	<u>270,641</u>	<u>317,540</u>	<u>-</u>	<u>317,540</u>

3 Income from charitable activities

	Unrestricted £	Restricted £	2020 Total £	Unrestricted £	Restricted £	2019 Total £
Esmée Fairbairn	26,600	53,200	79,800	-	54,400	54,400
Persula Foundation	-	-	-	-	25,000	25,000
Tolkien Trust	-	40,000	40,000	-	34,000	34,000
Power Leisure Bookmakers	-	-	-	-	1,389,723	1,389,723
Videoslota Ltd	-	448,277	448,277	-	-	-
Lloyds Bank Foundation	-	50,000	50,000	-	25,000	25,000
J G Hogg	-	40,000	40,000	-	40,000	40,000
Alchemy Trust	-	-	-	-	25,000	25,000
Sub-total for campaigns, research & policy	<u>26,600</u>	<u>631,477</u>	<u>658,077</u>	<u>-</u>	<u>1,593,123</u>	<u>1,593,123</u>
Income from sales of publications	159	-	159	161	-	161
Income from conference fees	15,695	-	15,695	12,940	-	12,940
Sub-total for Events, conferences & publications	<u>15,854</u>	<u>-</u>	<u>15,854</u>	<u>13,101</u>	<u>-</u>	<u>13,101</u>
Participation project, Big Lottery	-	58,464	58,464	-	-	-
DCI- Children's rights behind bars	-	-	-	-	37,734	37,734
Barrow Cadbury	-	27,000	27,000	-	2,500	2,500
The Legal Education Trust	-	15,361	15,361	-	-	-
BBC Children in Need	-	17,881	17,881	-	7,663	7,663
Esmee Fairbairn	-	5,000	5,000	-	-	-
Legal services for young people	53,991	12,761	66,752	180,539	20,762	201,301
Sub-total for Legal services for young people	<u>53,991</u>	<u>136,467</u>	<u>190,458</u>	<u>180,539</u>	<u>68,659</u>	<u>249,198</u>
Membership subscriptions	118,621	-	118,621	112,901	-	112,901
Income tax recoverable on subscriptions /donations	41,935	-	41,935	48,602	-	48,602
Sub-total for Membership income	<u>160,556</u>	<u>-</u>	<u>160,556</u>	<u>161,503</u>	<u>-</u>	<u>161,503</u>
Total income from charitable activities	<u>257,001</u>	<u>767,944</u>	<u>1,024,945</u>	<u>355,143</u>	<u>1,661,782</u>	<u>2,016,925</u>

4 Income from other trading activities

	Unrestricted £	Restricted £	2020 Total £	Unrestricted £	Restricted £	2019 Total £
Rental & other income	42,170	-	42,170	42,527	-	42,527
Royalties for publications	16,726	-	16,726	17,085	-	17,085
	<u>58,896</u>	<u>-</u>	<u>58,896</u>	<u>59,612</u>	<u>-</u>	<u>59,612</u>

Notes to the financial statements

For the year ended 31 May 2020

5 Income from investments

	Unrestricted £	Restricted £	2020 Total £	Unrestricted £	Restricted £	2019 Total £
Income from stocks and shares	59,213	-	59,213	38,264	-	38,264
Interest receivable	5,163	-	5,163	2,366	-	2,366
	<u>64,376</u>	<u>-</u>	<u>64,376</u>	<u>40,630</u>	<u>-</u>	<u>40,630</u>

Howard League for Penal Reform (Incorporating the Howard Centre for Penology)

Notes to the financial statements

For the year ended 31 May 2020

6a Analysis of expenditure (current year)

	Cost of raising funds £	Campaigns, research & policy £	Events, conferences & publications £	Legal service for young people £	Membership £	Governance costs £	Support costs £	2020 Total £	2019 Total £
Staff costs (Note 8)	27,349	458,738	60,660	273,893	50,231	36,243	136,051	1,043,165	926,430
Other staff costs	-	1,909	-	1,185	-	200	-	3,294	3,708
Travel & Subsistence	-	15,104	-	6,725	-	2,327	932	25,088	19,223
Publication costs	126	38,436	-	3,933	37,818	421	7,218	87,952	62,127
Publicity & dissemination	-	13,190	-	1,477	-	2,900	-	17,567	30,027
Professional/Consultancy fees	-	43,685	-	39,088	-	-	1,016	83,789	94,593
Investment managers fees	3,495	-	-	-	-	-	-	3,495	2,990
Office and other expenses	-	1,930	-	6,764	-	-	15,555	24,249	34,971
Premises expenses	-	-	-	6,349	-	-	32,427	38,776	25,732
Volunteer expenses	-	-	-	101	-	-	-	101	568
Miscellaneous expenses	-	-	-	2,432	-	-	6,054	8,486	2,334
Equipment purchase	-	-	-	280	-	-	-	280	-
Irrecoverable VAT	-	-	-	-	-	-	22,214	22,214	14,471
Equipment maintenance	-	-	-	4,393	-	-	31,792	36,185	14,219
Bank Charges	-	-	-	-	-	-	7,677	7,677	6,903
Counsels fees	-	-	-	-	-	-	-	-	13,338
Audit & accountancy	-	-	-	-	-	9,950	-	9,950	9,750
Depreciation	-	-	-	-	-	-	14,508	14,508	4,299
	30,970	572,992	60,660	346,620	88,049	52,041	275,444	1,426,776	1,265,683
Support costs	13,772	137,723	13,772	82,633	27,544	-	(275,444)	-	-
Governance costs	10,408	10,409	10,408	10,408	10,408	(52,041)	-	-	-
Total expenditure 2020	55,150	721,124	84,840	439,661	126,001	-	-	1,426,776	
Total expenditure 2019	50,118	602,966	93,999	394,315	124,285	-	-		1,265,683

Howard League for Penal Reform (Incorporating the Howard Centre for Penology)

Notes to the financial statements

For the year ended 31 May 2020

6a Analysis of expenditure (prior year)

	Cost of raising funds £	Campaigns, research & policy £	Events, conferences & publications £	Legal service for young people £	Membership £	Governance costs £	Support costs £	2019 Total £
Staff costs (Note 8)	14,508	436,579	44,377	253,336	38,359	38,023	101,248	926,430
Other staff costs	-	800	-	1,277	-	-	1,631	3,708
Travel & Subsistence	-	9,076	-	5,688	15	4,153	291	19,223
Publication costs	-	19,115	-	4,773	36,289	1,950	-	62,127
Publicity & dissemination	2,319	18,643	-	2,958	-	1,021	5,086	30,027
Professional/Consultancy fees	-	56,931	-	37,662	-	-	-	94,593
Investment managers fees	2,990	-	-	-	-	-	-	2,990
Office and other expenses	-	1,489	-	11,565	-	-	21,917	34,971
Premises expenses	-	-	-	126	-	-	25,606	25,732
Volunteer expenses	-	487	-	81	-	-	-	568
Miscellaneous expenses	-	562	-	22	-	-	1,750	2,334
Irrecoverable VAT	-	-	-	-	-	-	14,471	14,471
Equipment maintenance	-	-	-	4,205	-	-	10,014	14,219
Bank Charges	-	-	-	-	-	-	6,903	6,903
Legal fees	-	-	-	-	-	-	-	-
Counsels fees	-	-	-	13,338	-	-	-	13,338
Audit & accountancy	-	-	-	-	-	9,750	-	9,750
Depreciation	-	-	-	-	-	-	4,299	4,299
	19,817	543,682	44,377	335,031	74,663	54,897	193,216	1,265,683
Support costs	19,322	48,304	38,643	48,304	38,643	-	(193,216)	-
Governance costs	10,979	10,980	10,979	10,980	10,979	(54,897)	-	-
Total expenditure 2019	50,118	602,966	93,999	394,315	124,285	-	-	1,265,683

Notes to the financial statements

For the year ended 31 May 2020

7 Net expenditure for the year

This is stated after charging:

	2020 £	2019 £
Depreciation	14,508	4,299
Loss on disposal of fixed assets	930	-
Operating lease rentals:		
Equipment	9,160	10,154
Auditor's remuneration (excluding VAT):		
Audit	9,950	9,750
	<u>9,950</u>	<u>9,750</u>

8 Analysis of staff costs, trustee remuneration and expenses, and the cost of key management personnel

Staff costs were as follows:

	2020 £	2019 £
Salaries and wages	845,552	748,675
Social security costs	90,731	82,293
Employer's contribution to defined contribution pension schemes	106,882	95,462
	<u>1,043,165</u>	<u>926,430</u>

The following number of employees received employee benefits (excluding employer pension costs) during the year between:

	2020 No.	2019 No.
£60,000–£70,000	1	1
£70,001 – £80,000	1	1
£80,001 – £90,000	1	1
£90,001 – £100,000	1	1
	<u>1</u>	<u>1</u>

The total employee benefits including pension contributions and employers national insurance of the key management personnel were £466,341 (2019: £456,468)

Total termination costs in the year were nil (2019: £nil).

The charity trustees were not paid or received any other benefits from employment with the charity in the year (2019: £nil). No charity trustee received payment for professional or other services supplied to the charity (2019: £nil).

Trustees' expenses represents the payment or reimbursement of travel and subsistence costs totalling £2,327 (2019: £4,440) incurred by 4 (2019: 6) members relating to attendance at meetings of the trustees.

9 Staff numbers

The average number of employees (head count based on number of staff employed) during the year was as follows:

	2020 No.	2019 No.
Raising funds	1	1
Campaigns, policy & research	7	6
Events conferences & publications	1	1
Legal services for young people	6	6
Membership	2	2
Support	2	1
Governance	1	1
	<u>20</u>	<u>18</u>

Notes to the financial statements

For the year ended 31 May 2020

10 Related party transactions

Aggregate donations from related parties were £NIL (2019: £NIL).

There are no other related party transactions to disclose for 2020 (2019: none).

There are no donations from related parties which are outside the normal course of business and no restricted donations from related parties.

11 Taxation

The charitable company is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

12 Tangible fixed assets

	Freehold property £	Computers £	Office Equipment £	Library books £	Total £
Cost or valuation					
At the start of the year	1,200,000	14,539	55,493	2,018	1,272,050
Additions	-	15,458	40,368	-	55,826
Disposals	-	(2,371)	(14,557)	-	(16,928)
At the end of the year	1,200,000	27,626	81,304	2,018	1,310,948
Depreciation					
At the start of the year	-	14,539	42,260	2,017	58,816
Charge for the year	-	7,729	6,779	-	14,508
Depreciation released	-	(2,371)	(13,627)	-	(15,998)
At the end of the year	-	19,897	35,412	2,017	57,326
Net book value					
At the end of the year	1,200,000	7,729	45,892	1	1,253,622
At the start of the year	1,200,000	-	13,233	1	1,213,234

The freehold property at 1 Ardleigh Road, London, N1 4HS was valued at £1,200,000 on 4 May 2012 by Copping Joyce Chartered Surveyors LLP (independent valuers). The historical cost of the freehold is £650,000. An informal valuation was received from Chestertons on 13 September 2019 of £1,400,000. The Trustees consider that, after considering costs of selling, the value of the property is not materially affected.

One floor of the property is currently being let out on commercial terms. The trustees consider that as the property is included at its fair value, it can be shown within tangible fixed assets.

Notes to the financial statements

For the year ended 31 May 2020

13 Listed investments

	2020 £	2019 £
Fair value at the start of the year	1,430,698	900,644
Additions at cost	57,627	559,415
Disposal proceeds	(3,220)	(2,800)
Cash	1,081	935
Net gain / (loss) on investments	(41,444)	(27,496)
	<u>1,444,742</u>	<u>1,430,698</u>
Fair value at the end of the year	<u>1,444,742</u>	<u>1,430,698</u>

Investments comprise:

	2020 £	2019 £
UK Common investment funds	1,410,641	1,374,529
Shares listed on the London Stock Exchange	33,020	55,234
Cash	1,081	935
	<u>1,444,742</u>	<u>1,430,698</u>

14 Debtors

	2020 £	2019 £
Other debtors	9,903	10,103
Accrued Legal work income	27,381	103,700
Accrued income	35,094	55,459
	<u>72,378</u>	<u>169,262</u>

15 Creditors: amounts falling due within one year

	2020 £	2019 £
Trade creditors	5,811	17,365
Taxation and social security	25,553	38,892
Accruals	52,449	18,302
	<u>83,813</u>	<u>74,559</u>

16a Analysis of net assets between funds (current year)

	General unrestricted £	Designated £	Restricted £	Total funds £
Tangible fixed assets	–	929,011	324,611	1,253,622
Investments	–	702,828	741,914	1,444,742
Net current assets	348,344	–	526,884	875,228
Net assets at 31 May 2020	<u>348,344</u>	<u>1,631,839</u>	<u>1,593,409</u>	<u>3,573,592</u>

Notes to the financial statements

For the year ended 31 May 2020

16b Analysis of net assets between funds (prior year)

	General unrestricted £	Designated £	Restricted £	Total funds £
Tangible fixed assets	-	888,623	324,611	1,213,234
Investments	-	112,668	1,318,030	1,430,698
Net current assets	315,774	630,549	-	946,323
Net assets at 31 May 2019	315,774	1,631,840	1,642,641	3,590,255

17a Movements in funds (current year)

	At 1 June 2019 £	Income & gains £	Expenditure & losses £	Transfers £	At 31 May 2020 £
Restricted funds:					
Legal work (Adviceline)	-	35,642	(35,642)	-	-
Big Lottery – Legal work	-	58,464	(29,232)	-	29,232
Sentencing– young adults	-	27,000	(27,000)	-	-
The Legal Education Trust	-	15,361	(15,361)	-	-
Reducing arrests of women	17,450	90,000	(79,524)	-	27,926
Fairness in prison	38,756	40,000	(63,591)	-	15,165
Crime & problem gambling	1,248,225	448,277	(510,406)	-	1,186,096
Criminal Care	13,600	53,200	(56,421)	-	10,379
Property	324,611	-	-	-	324,611
Total restricted funds	1,642,642	767,944	(817,177)	-	1,593,409
Unrestricted funds:					
Designated funds:					
Strategic fund	778,712	-	-	-	778,712
Property and equipment	303,127	-	-	-	303,127
Property fair value reserve	550,000	-	-	-	550,000
Total designated funds	1,631,839	-	-	-	1,631,839
General funds	315,774	683,613	(651,043)	-	348,344
Total unrestricted funds	1,947,613	683,613	(651,043)	-	1,980,183
Total funds	3,590,255	1,451,557	(1,468,220)	-	3,573,592

Notes to the financial statements

For the year ended 31 May 2020

17b Movements in funds (prior year)

	At 1 June 2018 £	Income & gains £	Expenditure & losses £	Transfers £	At 1 June 2019 £
Restricted funds:					
Legal work (Adviceline)	-	28,425	(28,425)	-	-
Programme on reducing child arrests	11,019	25,000	(36,019)	-	-
Sentencing – young adults	3,240	2,500	(5,740)	-	-
DCI–reintegration	-	37,734	(37,734)	-	-
Reducing arrests of women	-	59,000	(41,550)	-	17,450
Fairness in prison	-	65,000	(26,244)	-	38,756
Crime & problem gambling	-	1,389,723	(141,498)	-	1,248,225
Criminal care	9,713	54,400	(50,513)	-	13,600
Property	324,611	-	-	-	324,611
Total restricted funds	348,583	1,661,782	(367,723)	-	1,642,642
Unrestricted funds:					
Designated funds:					
Strategic fund	900,644	-	-	(121,932)	778,712
Property and equipment	328,187	-	-	(25,060)	303,127
Property fair value reserve	550,000	-	-	-	550,000
Total designated funds	1,778,831	-	-	(146,992)	1,631,839
General funds	321,313	772,925	(925,456)	146,992	315,774
Total unrestricted funds	2,100,144	772,925	(925,456)	-	1,947,613
Total funds	2,448,727	2,434,707	(1,293,179)	-	3,590,255

Purposes of restricted funds**Legal work (Adviceline)**

Specialist adviceline for young people in custody.

Programme on reducing child arrests

Programme for reducing child arrests.

Sentencing – young adults

A review of sentencing judgements for young adults.

DCI– reintegration

Working with DCI Belgium on the project 'Children's rights behind bars – a participatory path towards reintegration.'

Reducing arrests of women

Programme for reducing arrests of women.

Fairness in prison

A new programme to find ways of reducing conflict, violence and injustice inside jails.

Crime and Problem Gambling

This is a 3 year commission to look into the between problem gambling and crime, it commenced in January 2019.

The Legal Education Trust

Matched funding for Justice First Fellowship for caseworker in the Legal team 2 years started January 2020.

Big Lottery Funding

Participation work delivered by the legal team over 3 years – started March 2020

Notes to the financial statements

For the year ended 31 May 2020

17 Movements in funds (continued)

Criminal care – ending the criminalisation of children in residential care

Improving policies and practices of agencies and services for children in residential care.

Property

The value of the original restricted donation towards the purchase of the office.

Purposes of designated funds

Strategic fund

This fund is designated by the trustees to strengthen the Howard League position through a period of recession and uncertainty, and to fund income shortfall. Decisions to use this fund are agreed by the board on the basis of strategic principles set down during the budgeting process.

Property and equipment

The value of the original unrestricted funds used towards the purchase of the office and the net book value of the other fixed assets.

Property fair value reserve

Demonstrates the gain on the property revaluation compared to its historic cost.

Transfers between funds

A transfer was made from the strategic fund to general reserves to cover the planned deficit incurred on unrestricted funds and from property and equipment to recognise depreciation

18 Operating lease commitments

The charity's total future minimum lease payments under non-cancellable operating leases is as follows for each of the following periods

	Equipment	
	2020	2019
	£	£
Less than one year	10,051	10,223
One to five years	2,513	10,223
	<u>12,564</u>	<u>20,446</u>

19 Operating lease commitments receivable as a lessor

Amounts receivable under non-cancellable operating leases are as follows for each of the following periods

	Property	
	2020	2019
	£	£
Less than one year	22,750	3,250
One to five years	-	-
	<u>22,750</u>	<u>3,250</u>

20 Legal status

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1.